



River Forest Public Library
July 15, 2025
6:00 PM
Board of Trustees
Regular Board Meeting

Meeting Location

Barbara Hall Meeting Room
River Forest Public Library
735 Lathrop Avenue

Agenda

1. Call to order
2. Roll call
3. Visitors and guests
4. Consent Agenda
 - a. Minutes of the Regular Board Meeting: June 17, 2025
 - b. June 2025 Revenue and Expense Reports
 - c. June 2025 Bill Payment List and Credit Card Charges
 - d. June 30, 2025 Fund Balances Report and Capital Reserve Fund
5. Patron Suggestions
6. Director's Report
7. President's Report
8. New business
 - a. Committees: (Report/Discussion/Action)
 - i. Facilities Committee
 - ii. Finance Committee
 - iii. Policy Committee
 - b. RFPL Foundation Liaison
 - c. Village of River Forest Collaboration Committee Liaison
 - d. Adult & Teen Services public computer table solutions (various prices) – vote
 - e. Materials Services Manager replacement computer (\$1,617.14) - vote
 - f. Holiday closure dates 2026 - discussion
9. Old business
 - a. Phase two room renovation project – update
10. Adjournment

All topics on the agenda are potential action items. *Note: Board members who have suggestions about upcoming issues are welcome to contact the President, Chair or a committee member. Suggestions will be noted, however, the Open Meetings Act prohibits discussion outside of posted public meetings.*

RIVER FOREST PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes: Regular Board Meeting: June 17, 2025, 6PM - DRAFT

Call to Order: At 6:02pm, President Delano called the Regular Meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

- Trustees Present: Scott Delano, Ann Berens, Elan Long, Simon Saddleton, Lindsay McIntyre, Kathleen O'Neill, Nathan Root.
- Also Present: Emily Compton (RFPL Director) and Shannon Duffy (RFPL Operations Manager).

Visitors and Guests: none

Visitor Comments: none

Consent Agenda:

- a. Minutes of the Regular Board Meeting: May 20, 2025
- b. Minutes of the Special Board Meeting: May 20, 2025
- c. May 2025 Revenue and Expense Reports
- d. May 2025 Bill Payment List and Credit Card Charges
- e. May 31, 2025 Fund Balances Report and Capital Reserve Fund
- f. Policy updates: Board Bylaws

Trustees Berens and Saddleton were sworn into office by Secretary Long

Trustee Berens moved to approve Consent Agenda items a-f, and Trustee Root seconded the motion. The motion passed on a roll call vote. Discussion included Mango usage, lost books reimbursements, and OSG bill clarification.

Roll Call Vote:

Ayes: McIntyre, O'Neill, Root, Saddleton, Berens, Delano, Long

Patron Suggestions:

Director Compton reported two suggestions: one for better lighting and another for earlier opening times to accommodate middle schoolers.

Director's Report:

Director Compton reported that the front door had been resealed. Adult & Teen Services Manager Shannon Gruber, Children's Services Manager Melaina Maraldi, and PR & Marketing Specialist Fran Arnold have developed an end-of-program survey to the Summer Reading Program changed participants' reading habits. The Summer Reading Program kickoff party on June 6th was a success with 803 people in attendance and 481 signups the first week. One patron brought their grandchildren to

the event and noted how nice it was that their grandchildren got to spend time at their mother's former library.

President's Report:

President Delano welcomed the new trustees and welcomed back returning trustees. He gave an update on the person of interest: they've been released from custody but have not contacted the Library or attempted to enter the building. He reminded the Board that the Juneteenth flag raising will be held on June 18th. Finally, he reported that a counter holding three adult computers in the Adult & Teen Services department had collapsed. No one was hurt but Director Compton will be researching new table options. The Library is currently meeting demand with the three public computers still available and possible overflow to other areas.

New Business

Committee Reports

Facilities Committee

President Delano reported that the Facilities Committee had their final meeting with Engberg-Anderson (EA) on June 13th to review the scope of phase two of the room renovation project. They also finalized furnishing options and talked about the schedule. The project is about to go out to bid, with bids due on July 15th. EA will provide a letter of recommendation to the Board ahead of a special meeting on July 22nd to vote on awarding a contract.

While restoring the upstairs water damage, ACR found further damage in the plaster. They confirmed that this was old damage and not an indication that new water was getting in. A proposal to repair the plaster will be reviewed later in the meeting. Terracon was on-site to complete their facilities assessment. The Library will receive a draft of their findings in 15-20 days.

Finance Committee

The Finance Committee has not met since February.

Policy Committee

The Policy Committee has not met since April and is on schedule.

Village of River Forest Collaboration Committee Liaison

The Township is offering a free senior potluck picnic on July 12th. The Civic Center Authority is working to make sure it has the capital it needs to operate for the next 30 years. Oak Park River Forest High School graduation was held at UIC, which allowed for a higher number of guests per student. The River Forest Park District approved a splash pad at Priory Park for next summer.

RFPL Foundation Liaison

Trustee Berens reported that Foundation Directors will need to approve a temporary coordinator. The Foundation has scheduled a professional

development session on fundraising for libraries on June 30th to talk about library fundraising.

ACR Restores plaster repair proposal (\$6,680.17) – vote

ACR confirmed that the proposal includes all the damage, so there should not be any more found later. The Library has funds to complete the project. Trustee Berens moved to approve the plaster repair proposal from ACR Restores in the amount of \$6,680.17. The motion was seconded by Trustee McIntyre and passed on a roll call vote.

Roll Call Vote:

Ayes: Delano, Long, McIntyre, O'Neill, Root, Saddleton, Berens

Adult & Teen Services public computer tables – discussion

Director Compton is getting proposals for several different options for replacing or reinstalling the counter that collapsed. Options and a recommendation will be presented at the July Regular Board meeting.

Old Business

Phase two room renovation project – update

Most of the updates were covered in the Facilities Committee report. River Forest resident John Dzuryak has offered to donate a piece of material from the Washington School for use in the new Community room. Director Compton brought in a sample of the material which appears to be too porous for a countertop in a public space although it may be usable for backsplash or other purpose. EA will evaluate and make a recommendation on whether and how it could be used.

Adjournment

The meeting was adjourned at 6:59 pm following a motion by Trustee Berens which was seconded by Trustee McIntyre. All approved, and the meeting was adjourned.

Respectfully submitted,
Elan Long, Secretary



River Forest Public Library

Fiscal Year: May 1, 2025 - April 30, 2026

Revenue Report: June-25

<u>Account :</u>	<u>June- 25</u>	<u>YTD</u>	<u>2025- 2026</u>	<u>% of Budget</u>
				16.66% as of 6/30/2025
Property Taxes	\$ -	\$ -	\$ 1,685,000	0.00%
Connections Program Grant	\$ -	\$ -	\$ 3,500	0.00%
Replacement Taxes	\$ -	\$ -	\$ 16,000	0.00%
Lost Books Reimbursed	\$ 297.98	\$ 556.76	\$ 4,000	13.92%
Copy Machine Revenue	\$ 144.99	\$ 247.00	\$ 3,000	8.23%
Rentals, Library Space, Meeting Room	\$ -	\$ -	\$ -	0.00%
Interest	\$ 811.09	\$ 1,461.79	\$ 23,000	6.36%
Grants from RFPL Foundation	\$ -	\$ 8,695.00	\$ 50,000	17.39%
Gifts - other	\$ -	\$ 0.25	\$ 200	0.13%
IL Per Capita Grant	\$ -	\$ -	\$ 17,400	0.00%
Grants, other	\$ -	\$ 500.00	\$ 5,500	9.09%
Liebner Fund Endowment	\$ -	\$ -	\$ 4,250	0.00%
Misc Income	\$ -	\$ -	\$ 200	0.00%
Total:	\$ 1,254.06	\$ 11,460.80	\$ 1,812,050	0.63%
Income:	\$ 1,254.06	\$ 11,460.80	\$ 1,812,050	0.63%
Expense:	\$ 129,587.44	\$ 250,961.21	\$ 1,812,050	13.85%

Prepared 7.10.25



River Forest Public Library

Fiscal Year: May 1, 2025 - April 30, 2026

Expense Report: Jun-25

June-25

Fiscal YTD

Actual % Budget

16.66% as of 6/30/2025

25-26

Budget

Expenses

Personnel

Wages & Salaries	\$ 79,969.14	\$ 151,482.81	16.23%	\$ 933,500
Medical Health Insurance Coverage	\$ 3,694.66	\$ 7,389.32	10.53%	\$ 70,200
IMRF	\$ 3,867.13	\$ 7,587.41	14.73%	\$ 51,500
Medicare/FICA	\$ 5,980.72	\$ 11,202.49	15.67%	\$ 71,500
Staff Recognition	\$ 96.20	\$ 246.20	4.40%	\$ 5,600
Membership Dues	\$ -	\$ 1,320.00	44.00%	\$ 3,000
Staff Training & Development	\$ 403.94	\$ 482.94	6.66%	\$ 7,250
Total Personnel	\$ 94,011.79	\$ 179,711.17	15.73%	\$ 1,142,550

Advertising & Programming

Printing & Advertising

Newsletter	\$ -	\$ 459.64	6.57%	\$ 7,000
Advertising	\$ 467.50	\$ 978.67	19.57%	\$ 5,000
Total Printing & Advertising	\$ 467.50	\$ 1,438.31	11.99%	\$ 12,000

Programming

Children's Programs	\$ 399.86	\$ 2,470.72	13.00%	\$ 19,000
Teen Programs	\$ 397.51	\$ 1,290.64	14.34%	\$ 9,000
Adult Programs	\$ 1,265.99	\$ 3,652.66	18.73%	\$ 19,500
Special Programs	\$ 3,253.36	\$ 3,603.36	51.48%	\$ 7,000
Connections Programs	\$ -	\$ -	0.00%	\$ 3,500
Total Programs	\$ 5,316.72	\$ 11,017.38	19.00%	\$ 58,000
Total Advertising & Programming	\$ 5,784.22	\$ 12,455.69	17.79%	\$ 70,000

Support Services

ILL & RB Services	\$ -	\$ -	0.00%	\$ 1,200
Technical Support (IT)	\$ -	\$ 2,696.64	9.72%	\$ 27,750
Automation Administration	\$ -	\$ 18.35	0.04%	\$ 44,250
Consultant Fees/Legal Fees	\$ -	\$ -	0.00%	\$ 41,500
Postage & Delivery	\$ 100.08	\$ 170.07	4.00%	\$ 4,250
Audit	\$ -	\$ -	0.00%	\$ 12,250
Payroll & Employment Services	\$ 469.61	\$ 939.22	15.15%	\$ 6,200
Youth Interventionist Contract	\$ -	\$ -	0.00%	\$ 5,350

	Telephone/Internet	\$ 703.72	\$ 2,184.56	16.18%	\$ 13,500
	Trustee Training & Memberships	\$ -	\$ -	0.00%	\$ 1,250
	Copy Machine Lease	\$ 436.56	\$ 436.56	13.64%	\$ 3,200
	Total Support Services	\$ 1,709.97	\$ 6,445.40	4.01%	\$ 160,700
Materials & Supplies					
<i>Library Materials</i>	Books	\$ 5,597.96	\$ 11,945.48	14.57%	\$ 82,000
	Print Periodicals	\$ 4,557.62	\$ 5,391.01	71.88%	\$ 7,500
	Automated Subscriptions (databases)	\$ 3,737.60	\$ 5,593.48	39.39%	\$ 14,200
	Digital Content (ebooks, movies, music)	\$ 7,685.50	\$ 14,076.10	16.00%	\$ 88,000
	AV & Other Nonprint Materials	\$ 735.77	\$ 3,053.10	19.08%	\$ 16,000
	Total Library Materials	\$ 22,314.45	\$ 40,059.17	19.29%	\$ 207,700
<i>Library & Office Supplies</i>	Office Supplies	\$ 186.50	\$ 343.55	8.59%	\$ 4,000
	Library Supplies	\$ 88.78	\$ 124.85	2.36%	\$ 5,300
	Copy & Printing Supplies	\$ -	\$ 109.98	5.24%	\$ 2,100
	Misc Expenses	\$ 60.66	\$ 222.54	8.56%	\$ 2,600
	Total Library & Office Supplies	\$ 335.94	\$ 800.92	5.72%	\$ 14,000
	Total Materials & Supplies	\$ 22,650.39	\$ 40,860.09	18.43%	\$ 221,700
Strategic Initiatives					
	Strategic Initiatives	\$ -	\$ -	0.00%	\$ 15,000
Facilities Management					
<i>Facility Supplies</i>	Building Materials & Supplies	\$ 98.03	\$ 604.93	8.64%	\$ 7,000
<i>Facility Services</i>	Insurance	\$ -	\$ -	0.00%	\$ 23,850
	Maintenance & Custodial Service	\$ 3,914.00	\$ 7,859.06	9.03%	\$ 87,000
	Water	\$ 269.16	\$ 269.16	8.97%	\$ 3,000
	Natural Gas	\$ 927.29	\$ 2,072.18	17.27%	\$ 12,000
	Copier Maintenance & Usage	\$ 135.30	\$ 296.25	13.17%	\$ 2,250
	Total Facility Services	\$ 5,245.75	\$ 10,496.65	8.19%	\$ 128,100
<i>Furniture & Technology</i>	Furniture	\$ 87.29	\$ 87.29	2.18%	\$ 4,000
	Technology Misc.	\$ -	\$ 299.99	10.00%	\$ 3,000
	Total Furniture & Technology	\$ 87.29	\$ 387.28	5.53%	\$ 7,000
	Total Facilities Management	\$ 5,431.07	\$ 11,488.86	8.09%	\$ 142,100
Totals					
	Total Operating Expenses	\$ 129,587.44	\$ 250,961.21	14.32%	\$ 1,752,050

Capital Improvement Reserve Fund		\$	-	\$	-
				0.00%	\$ 60,000
Total Expenses		\$	129,587.44	\$	250,961.21
				13.85%	\$ 1,812,050
Total Income		\$	1,254.06	\$11,460.80	0.63%
					\$ 1,812,050

Prepared 7.10.25

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River Forest Public Library
Bills and Applied Payments
June 2025

	Date	Transaction	Memo/Description	Amount
ACR				
	06/18/2025	Bill Payment		-12,655.93
	06/02/2025	Bill	CAPITAL** PLASTER REPAIR WORK BALANCE	12,655.93
	06/30/2025	Bill Payment		-6,680.17
	06/26/2025	Bill	CAPITAL** BALANCE OF JUNE PLASTER REPAIR	3,680.17
	06/18/2025	Bill	CAPITAL**50% DEPOSIT/JUNE PLASTER REPAIR	3,000.00
Alarm Detection Services				
	06/18/2025	Bill Payment		-254.00
	05/28/2025	Bill	SMOKE FALSE ALARM VISIT	254.00
AMAZON				
	06/18/2025	Bill Payment		-922.36
	05/29/2025	Bill	GUESSTIMATION JAR, PRIZES, INK & STAMPS	94.44
	05/29/2025	Bill	STICKY PRINTER FOR CIRCULATION	299.99
	05/31/2025	Bill	PATRON USE PHONE CHARGER	16.58
	05/31/2025	Bill	PRIDE WALK STICKERS & TATOOS	50.81
	05/31/2025	Bill	BOOKMARKS FOR PRIDE WALK	19.50
	05/31/2025	Bill	WOOD GLUE, SUPER GLUE	16.96
	06/03/2025	Bill	LINOLEUM BLOCKPRINTING SUPPLIES	97.94
	06/05/2025	Bill	HEADPHONES	21.98
	06/07/2025	Bill	PAPER PLATES	24.69
	06/07/2025	Bill	LINOLEUM BLOCK PRINTING SUPPLIES	101.37
	06/10/2025	Bill	MISC.CRAFT ACCESSORIES/SUPPLIES	50.47
	06/10/2025	Bill	ZIP TIES FOR KITS	6.95
	06/12/2025	Bill	BOOKS	15.98
	06/12/2025	Bill	BAGS FOR FAMILY FUN BAGS PROGRAM	19.94
	06/12/2025	Bill	TAKE & MAKE BAGS	30.87
	06/17/2025	Bill	BAGS FOR TAKE & MAKE	21.77
	06/14/2025	Bill	CLEANING SUPPLIES FOR VOLUNTEERS	12.82
	06/12/2025	Bill	CRICUT SUPPLIES	19.30
	06/30/2025	Bill Payment		-216.84
	06/23/2025	Bill	UTILITY WAGON FOR BOOKDROP	44.99
	06/23/2025	Bill	ETHERNET CORD	8.99
	06/26/2025	Bill	SRP PRIZES, STRESS TOYS, POKEMON CARDS,	113.19
	06/23/2025	Bill	ALCOHOL INK FOR CRAFTS	36.18
	06/23/2025	Bill	TAKE & MAKE SUPPLIES	13.49
ANDERSON ELEVATOR COMPANY				
	06/18/2025	Bill Payment		-225.00
	06/01/2025	Bill	MAINTENANCE SERVICE	225.00
BAKER & TAYLOR				
	06/30/2025	Bill Payment		-25.81
	06/23/2025	Bill	BOOK	25.81
BayScan Technologies				
	06/30/2025	Bill Payment		-186.50
	06/20/2025	Bill	receipt paper (adhesive)	186.50
BRIAN WOLOWITZ				
	06/18/2025	Bill Payment		-6.14

	05/16/2025	Bill	FILM LOVER FRIDAY/SNACKS	6.14
Cintas Fire Protection				
	06/18/2025	Bill Payment		-108.00
	05/31/2025	Bill	AED SUBSCRIPTION	108.00
Comcast BUSINESS				
	06/18/2025	Bill Payment		-388.56
	05/27/2025	Bill	JUNE 2025 INTERNET	388.56
COMCAST BUSINESS				
	06/18/2025	Bill Payment		-703.72
	06/02/2025	Bill	JUNE 2025 PHONE BILL	703.72
DOW JONES				
	06/18/2025	Bill Payment		-1,200.00
	06/06/2025	Bill	WSJ DIGITAL 1 YR SUBSCRIPTION	1,200.00
Engberg-Anderson, Inc.				
	06/18/2025	Bill Payment	CAPITAL**	-12,064.29
	05/31/2025	Bill	SCHEMATIC DESIGN/CONSTRUCTION	12,064.29
ETHAN SELLERS				
	06/30/2025	Bill Payment		-900.00
	06/19/2025	Bill	MUSCIAN FEE PROGRAM 7/24/25	900.00
FSS TECHNOLOGIES, LLC				
	06/18/2025	Bill Payment		-114.00
	06/16/2025	Bill	BURGLAR ALARM 7/25-9/25	114.00
GOOD EARTH GREENHOUSE				
	06/18/2025	Bill Payment		-680.00
	05/28/2025	Bill	SUMMER PLANTERS	370.00
	04/28/2025	Bill	SPRING PLANTERS	310.00
Hoopla				
	06/18/2025	Bill Payment		-3,433.90
	05/31/2025	Bill	MAY HOOPLA DOWNLOADS	3,433.90
HR Source				
	06/18/2025	Bill Payment		-1,320.00
	05/01/2025	Bill	HR SOURCE MEMBERSHIP FY 25-26	1,320.00
Hulen Landscaping				
	06/18/2025	Bill Payment		-337.00
	05/28/2025	Bill	MAY GARDEN MAINTENANCE	337.00
	06/30/2025	Bill Payment		-337.00
	06/25/2025	Bill	JUNE GARDEN MAINTENANCE	337.00
Ingram Library				
	06/18/2025	Bill Payment		-4,180.92
	06/03/2025	Bill	BOOKS	35.51
	06/03/2025	Bill	BOOK	17.60
	06/03/2025	Bill	BOOK	15.59
	06/03/2025	Bill	BOOK	15.91

06/03/2025	Bill	BOOK	12.94
06/03/2025	Bill	BOOK	10.68
06/03/2025	Bill	BOOKS	36.55
06/03/2025	Bill	BOOK	8.71
06/03/2025	Bill	BOOK	17.46
06/03/2025	Bill	BOOKS	32.72
06/03/2025	Bill	BOOKS	54.52
06/03/2025	Bill	BOOK	19.51
06/03/2025	Bill	BOOKS	42.32
06/03/2025	Bill	BOOK	15.38
06/04/2025	Bill	BOOK	17.08
06/04/2025	Bill	BOOK	13.51
06/04/2025	Bill	BOOK	17.46
06/04/2025	Bill	BOOK	16.58
06/05/2025	Bill	BOOKS	321.10
06/05/2025	Bill	BOOK	9.14
06/05/2025	Bill	BOOKS	52.18
06/05/2025	Bill	BOOK	7.96
06/05/2025	Bill	BOOKS	52.11
06/05/2025	Bill	BOOK	18.60
06/05/2025	Bill	BOOK	18.04
06/05/2025	Bill	BOOKS	73.07
06/05/2025	Bill	BOOK	18.04
06/05/2025	Bill	BOOKS	699.25
06/05/2025	Bill	BOOK	16.15
06/06/2025	Bill	BOOKS	75.31
06/06/2025	Bill	BOOKS	27.08
06/06/2025	Bill	BOOKS	52.89
06/06/2025	Bill	BOOKS	25.91
06/10/2025	Bill	BOOKS	57.08
06/10/2025	Bill	BOOK	19.73
06/10/2025	Bill	BOOK	12.38
06/10/2025	Bill	BOOKS	22.50
06/10/2025	Bill	BOOK	17.46
06/10/2025	Bill	BOOKS	108.76
06/10/2025	Bill	BOOKS	37.20
06/10/2025	Bill	BOOK	23.12
06/10/2025	Bill	BOOK	12.38
06/10/2025	Bill	BOOK	13.79
06/10/2025	Bill	BOOK	17.28
06/10/2025	Bill	BOOK	9.88
06/11/2025	Bill	BOOKS	18.92
06/11/2025	Bill	BOOK	14.09
06/11/2025	Bill	BOOK	15.18
06/11/2025	Bill	BOOKS	61.63
06/11/2025	Bill	BOOKS	230.92
06/11/2025	Bill	BOOK	8.71
06/11/2025	Bill	BOOKS	36.21
06/11/2025	Bill	BOOKS	35.22
06/11/2025	Bill	BOOK	11.62
06/12/2025	Bill	BOOK	8.71
06/12/2025	Bill	BOOKS	34.88
06/12/2025	Bill	BOOK	8.71
06/16/2025	Bill	BOOKS	73.60
06/16/2025	Bill	BOOKS	52.33
06/16/2025	Bill	BOOK	13.51
06/16/2025	Bill	BOOKS	23.63
06/16/2025	Bill	BOOK	13.51
06/16/2025	Bill	BOOKS	37.19
06/16/2025	Bill	BOOKS	91.87

06/16/2025	Bill	BOOK	11.81
06/16/2025	Bill	BOOK	31.64
06/12/2025	Bill	BOOKS	20.50
06/12/2025	Bill	BOOK	22.51
06/12/2025	Bill	BOOK	21.60
06/12/2025	Bill	BOOK	16.71
06/12/2025	Bill	BOOK	11.95
06/12/2025	Bill	BOOK	23.12
06/12/2025	Bill	BOOKS	37.19
06/12/2025	Bill	BOOKS	55.78
05/29/2025	Bill	BOOK	17.69
05/12/2025	Vendor Credit	DAMAGED BOOK	-13.52
05/27/2025	Vendor Credit	PROCESSING ERROR INVOICE # 63163165	-22.47
05/29/2025	Bill	BOOK	30.45
05/29/2025	Bill	BOOK	18.60
05/29/2025	Bill	BOOK	12.38
05/29/2025	Bill	BOOKS	82.61
05/29/2025	Bill	BOOK	17.27
05/29/2025	Bill	BOOKS	60.27
05/29/2025	Bill	BOOK	22.72
05/29/2025	Bill	BOOKS	293.64
05/29/2025	Bill	BOOKS	27.48
05/29/2025	Bill	BOOKS	35.78
05/29/2025	Bill	BOOK	18.41
05/29/2025	Bill	BOOK	12.58
05/29/2025	Bill	BOOK	15.94
05/29/2025	Bill	BOOKS	26.46
05/29/2025	Bill	BOOK	31.61
05/29/2025	Bill	BOOKS	35.49
05/29/2025	Bill	BOOK	21.32
05/29/2025	Bill	BOOKS	101.43
06/03/2025	Bill	BOOK	21.60
06/03/2025	Bill	BOOKS	20.53
06/03/2025	Bill	BOOK	12.38
06/03/2025	Bill	BOOK	18.60
06/30/2025	Bill Payment		-1,886.92
06/23/2025	Bill	BOOK	26.68
06/17/2025	Bill	BOOK	22.73
06/17/2025	Bill	BOOKS	22.49
06/17/2025	Bill	BOOKS	21.36
06/17/2025	Bill	BOOK	9.46
06/17/2025	Bill	BOOKS	49.61
06/17/2025	Bill	BOOK	18.03
06/17/2025	Bill	BOOKS	37.13
06/17/2025	Bill	BOOKS	67.85
06/17/2025	Bill	BOOK	14.50
06/17/2025	Bill	BOOK	12.91
06/17/2025	Bill	BOOKS	24.41
06/18/2025	Bill	BOOKS	40.06
06/18/2025	Bill	BOOKS	24.47
06/18/2025	Bill	BOOK	21.04
06/18/2025	Bill	BOOKS	35.50
06/18/2025	Bill	BOOKS	85.66
06/18/2025	Bill	BOOK	27.62
06/18/2025	Bill	BOOKS	88.99
06/18/2025	Bill	BOOK	11.62
06/20/2025	Bill	BOOK	17.41
06/20/2025	Bill	BOOKS	25.88
06/23/2025	Bill	BOOKS	48.38
06/23/2025	Bill	BOOK	17.47

06/23/2025	Bill	BOOK	18.04
06/23/2025	Bill	BOOK	17.44
06/23/2025	Bill	BOOKS	98.56
06/23/2025	Bill	BOOK	13.79
06/23/2025	Bill	BOOK	10.21
06/24/2025	Bill	BOOK	20.71
06/24/2025	Bill	BOOKS	58.05
06/24/2025	Bill	BOOK	18.60
06/24/2025	Bill	BOOKS	128.49
06/24/2025	Bill	BOOK	23.72
06/24/2025	Bill	BOOKS	23.20
06/24/2025	Bill	BOOK	16.71
06/24/2025	Bill	BOOK	21.60
06/24/2025	Bill	BOOKS	55.24
06/24/2025	Bill	BOOK	17.47
06/24/2025	Bill	BOOK	23.12
06/24/2025	Bill	BOOK	14.45
06/24/2025	Bill	BOOKS	34.78
06/24/2025	Bill	BOOKS	41.38
06/24/2025	Bill	BOOKS	25.47
06/26/2025	Bill	BOOKS	133.58
06/26/2025	Bill	BOOKS	45.64
06/26/2025	Bill	BOOK	8.71
06/26/2025	Bill	BOOKS	37.77
06/26/2025	Bill	BOOKS	208.93

Kanopy

06/18/2025	Bill Payment		-368.05
05/31/2025	Bill	MAY KANOPY DOWNLOADS	368.05

KONA ICE

06/06/2025	Bill Payment		-1,853.36
06/04/2025	Bill	KONA ICE TRUCK SR KICK OFF	1,853.36

Konica Business

06/18/2025	Bill Payment		-135.30
06/02/2025	Bill	JUNE 2025 COPIER MAINTENANCE	10.46
06/01/2025	Bill	COPY USAGE MAY 2025	124.84

Konica Premier

06/18/2025	Bill Payment		-218.28
06/05/2025	Bill	COPIER LEASE PAYMENT	218.28
06/30/2025	Bill Payment		-218.28
06/23/2025	Bill	COPIER LEASE/JULY	218.28

MIDWEST TAPE

06/18/2025	Bill Payment		-532.17
06/06/2025	Bill	DVDS	76.29
06/06/2025	Bill	BLU-RAY	27.43
05/30/2025	Bill	DVDS	54.11
05/30/2025	Bill	AUDIOBOOK CD	58.98
05/30/2025	Bill	BLU-RAY	27.43
05/30/2025	Bill	DVDS	68.20
06/13/2025	Bill	AUDIOBOOKS CD	85.96
06/13/2025	Bill	DVD	22.93
06/06/2025	Bill	DVD	27.43
06/06/2025	Bill	BLU-RAY	24.43
06/06/2025	Bill	AUDIOBOOK CD	58.98
06/30/2025	Bill Payment		-346.39
06/20/2025	Bill	BLU-RAY	25.18

	06/20/2025	Bill	DVDS	48.86
	06/20/2025	Bill	AUDIOBOOK CDS	138.94
	06/20/2025	Bill	BLU-RAYS	78.55
	06/20/2025	Bill	DVDS	54.86
New York Times				
	06/30/2025	Bill Payment		-2,537.60
	06/19/2025	Bill	1 YR. NYT DIGITAL SUBSCRIPTION	2,537.60
NICOR GAS				
	06/18/2025	Bill Payment		-1,144.89
	05/19/2025	Bill	GAS BILL 4/17-5/19 '25	1,144.89
	06/30/2025	Bill Payment		-927.29
	06/26/2025	Bill	GAS BILL 5/19-6/18/2025	927.29
Oak Brook Mechanical				
	06/18/2025	Bill Payment		-1,920.00
	06/13/2025	Bill	HVAC INSPECTION	1,920.00
OverDrive				
	06/18/2025	Bill Payment		-4,028.89
	06/13/2025	Bill	11 EBOOKS, 2 AUDIOBOOKS	612.39
	06/10/2025	Bill	3 EBOOKS	231.49
	06/03/2025	Bill	6 EBOOKS, 2 AUDIOBOOKS	320.75
	05/30/2025	Bill	24 EBOOKS, 8 AUDIOBOOKS	1,456.32
	05/27/2025	Bill	2 EBOOKS	98.63
	06/13/2025	Bill	17 EBOOKS, 12 AUDIOBOOKS	1,309.31
	06/30/2025	Bill Payment		-241.89
	06/17/2025	Bill	3 EBOOKS	193.00
	06/24/2025	Bill	1 EBOOK, 1 AUDIOBOOK	48.89
REX NEWELL				
	06/30/2025	Bill Payment		-300.00
	06/24/2025	Bill	ANTIQUES APPRAISAL PRESENTER FEE 7/19/25	300.00
Rhonda Fentry				
	06/30/2025	Bill Payment		-60.00
	06/18/2025	Bill	YOGA INSTRUCTOR FEE 7/26	60.00
Rivistas				
	06/30/2025	Bill Payment		-4,896.57
	06/24/2025	Bill	ADULT PERIODICALS/BOOKLIST	4,536.29
	06/18/2025	Bill	HORN, SLJ/JUVENILE PERIODICALS	360.28
S&D PRIME				
	06/18/2025	Bill Payment		-830.00
	05/31/2025	Bill	MAY 2025 MAINTENANCE VISITS	830.00
	06/18/2025	Bill Payment		-973.94
	04/30/2025	Bill	April 2025 maintenance visits	973.94
School of Rock				
	06/06/2025	Bill Payment		-400.00
	06/05/2025	Bill	SCHOOL OF ROCK PERFORMANCE SR KICKOFF	400.00
SCOTT INGERSON				
	06/06/2025	Bill Payment		-1,000.00
	06/05/2025	Bill	FACE PAINTING & BUBBLE SHOW/SR KICKOFF	1,000.00
Shannon Gruber				
	06/18/2025	Bill Payment		-48.79

	06/13/2025	Bill	GOING AWAY SNACKS	17.46
	05/17/2025	Bill	VOLUNTEER ORIENTATION/SNACKS	31.33
Smithereen Pest				
	06/18/2025	Bill Payment		-51.00
	06/01/2025	Bill	SCHEDULED PEST CONTROL SERVICE	51.00
Staples				
	06/18/2025	Bill Payment		-250.32
	05/25/2025	Bill	COPY PAPER	250.32
SWAN				
	06/30/2025	Bill Payment		-504.80
	01/27/2025	Bill	JANUARY '25 RECIPROCAL BORROWING &	118.85
	04/24/2025	Bill	RECIPROCAL BORROWING & INTER-LIBRARY	385.95
VILLAGE OF RIVER FOREST				
	06/06/2025	Bill Payment		-4,310.62
	07/01/2024	Bill	July 2024 Health Insurance	4,310.62
	06/18/2025	Bill Payment		-269.16
	06/01/2025	Bill	WATER BILL 3/1-4/30'25	269.16
	06/18/2025	Bill Payment		-6,869.85
	06/18/2025	Bill	May 2025 IMRF	6,869.85
	06/18/2025	Bill Payment		-5,679.10
	06/18/2025	Bill	May 2025 Health insurance	5,679.10

Thursday, Jul 10, 2025 12:25:56 PM GMT-7

Byline Credit Card June 2025

Date	Payee	Memo	Charge	Payment	Type	Account
						Personnel:Staff
06/25/2025	JENI'S SPLENDID ICE CREAMS	GET WELL/ICE CREAM	78.74		Expense	Recognition (InService)
06/23/2025	Stamps.com	MONTHLY STAMPS.COM FEE	19.99		Expense	Support Services:Postage
06/20/2025	Stamps.com	4 ROLLS/STAMPS	80.09		Expense	Support Services:Postage
06/18/2025	WALL STREET JOURNAL	WSJ MONTHLY CHARGE	64.99		Expense	Adult Expenses:Periodicals - Adult
06/16/2025	4IMPRINT	OUTREACH BRANDED MERCHANDISE	476.50		Expense	Marketing:Advertisement
06/13/2025	ELAN FINANCIAL SERVICES	SERV WE PREAUTHORIZED ACH DEBIT		4,093.08	Expense	BYLINE Operations 00805669201
06/05/2025	AMAZON	MOVIE RENTAL	5.99		Expense	Adult Expenses:Programs - Adult

River Forest Public Library

Fund Balances

As of June 30, 2025

Prepared 7.10.25

6/ 30/ 2025

CHECKING/ SAVINGS - OPERATIONS FUND

Operations Current

Interest Rate

ICS Operations	0.50%	351,513.56
Byline Operations	0.40%	43,640.49
CIBC Operations	0.00%	-
Petty Cash		40.00

TOTAL OPERATIONS CHECKING/SAVINGS 395,194.05

Maturity Date

CDARS Reserves

Interest Rate

7/3/2025	OP CD 6 MONTHS- CIBC	3.75%	52,945.16
7/17/2025	OP CD 1 YEAR- CIBC	4.20%	102,014.43
7/24/2025	OP CD 1 YEAR- CIBC	4.20%	51,385.19
7/24/2025	OP CD 1 YEAR- CIBC	4.20%	51,385.19
8/14/2025	OP CD 6 MONTHS- CIBC	3.75%	52,086.63
8/21/2025	OP CD 6 MONTHS- CIBC	3.75%	102,065.31
9/25/2025	OP CD 6 MONTHS- CIBC	3.75%	103,965.72
11/28/2025	OP CD 1 YEAR- CIBC	3.50%	56,305.96

TOTAL CDARS Reserves Operations 572,153.59

TOTAL OPERATIONS FUND

967,347.64

CHECKING/ SAVINGS - CAPITAL ACCOUNT

Interest Rate

ICS Capital	0.50%	115,381.02
Byline Capital	0.40%	10,001.93

TOTAL CAPITAL CHECKING/SAVINGS 125,382.95

Maturity Date

CDARS Reserves

Interest Rate

7/10/2025	CAP CD 3 MONTHS- CIBC	3.15%	52,221.66
8/7/2025	CAP CD 6 MONTHS- CIBC	3.75%	51,917.60
8/14/2025	CAP CD 6 MONTHS- CIBC	3.75%	259,359.13
9/25/2025	CAP CD 3 MONTHS- CIBC	3.25%	252,033.82
9/25/2025	CAP CD 3 MONTHS- CIBC	3.25%	232,898.48
10/9/2025	CAP CD 6 MONTHS- CIBC	3.65%	52,221.66
10/9/2025	CAP CD 6 MONTHS- CIBC	3.65%	52,221.66

TOTAL CDARS Reserves Capital 952,874.01

TOTAL CAPITAL FUND

1,078,256.96

TOTAL OPERATIONS/CAPITAL FUNDS

2,045,604.60



River Forest Public Library - Capital Reserve Fund

Fiscal Year: May 1, 2024 - April 30, 2025

Jun-25

Capital Reserve Account Balances

ICS Capital Reserve	\$	115,381.02 *
Byline Capital Checking	\$	10,001.93
Total Capital Reserve Checking / Savings	\$	125,382.95
Total Capital CDARS Reserve	\$	952,874.01
Total Capital Reserve Fund	\$	1,078,256.96

Revenues

Expenses

Weaver Consultants Group - asbestos testing	6/5/2025	\$	995.00
Office Space - balance on Barbara Hall tables	6/10/2025	\$	5,382.50
Engberg-Anderson - schematic design/construction documents	6/24/2025	\$	12,064.29
ACR Restores - plaster repair	6/25/2025	\$	12,655.93

Transfers

Transfer to Operating fund - liquidated CDARS incorrectly deposited to Capital	6/11/2025	\$	251,444.61
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Income

Interest- Checking / ICS	6/30/2025	\$	97.19
Interest- CDARS	6/30/2025	\$	3,913.23

Prepared: 7.10.25

*Includes \$50,000 Live and Learn Grant

Strategic Directions

Goal: Update physical and virtual spaces to be cohesive, functional, flexible, warm, and welcoming

Facilities Committee had its last workshop with **Engberg Anderson Architects** to develop the design for Phase Two of the Room Renovation project. The project went out to bid on June 24th with the bid opening scheduled for July 15th.



Spaces



Community

Goal: Reach new audiences by working with community partners and stakeholders

Children's once again partnered with **Brookfield Zoo** to do a collaborative storytime, on-site at the Zoo. Children's Associate and recent Dominican MLIS grad, Jenn Meadows, gave an amazing storytime all about sloths. There were 72 attendees, including regular RFPL patrons, as well as general zoo patrons. The Zoo gave the Library 300 free admission passes which allowed us to invite patrons who are not zoo members to attend the storytime.

Lou Malnati's has donated 450 free kids' pizza coupons for prizes in our Summer Reading program. Each year, Lou's generously obliges our request for these coupons and even prints them with our logo. This year, the new logo looked great on the coupons, and we've even received compliments from parents! Kids love this prize and look forward to it each year. This year, readers were able to collect this coupon after completing 20 days of reading, or, at the halfway point in the program.



In partnership with the Village, the Library hosted the fourth annual **Juneteenth Flag Raising** and, despite rainy weather, we had a happy crowd celebrating the event on the second floor. Local businesses Wittl Pies, Peppered Table, and Kribi Coffee provided refreshments, and AfriWare Books had books for sale. The program included talks on the history of Juneteenth, music, and the flag raising by Brownie Troop #47458.

Goal: Stimulate imagination, creativity, and a broad worldview by hosting fun and engaging events.

The Library hosted our annual **Summer Reading Kickoff** event on June 6, with 803 attendees: 390 kids, 172 middle school/teens, and 241 adults. Feedback from patrons was very positive. The Kona Ice truck was a huge hit and was able to handle the crowds and people liked that it was allergen friendly. The bubble show, face painting, School of Rock live performance and the photo booth were also raved about by attendees.



*Events, Services
& Collections*

Comparing stats between last year's summer reading and this year's from the start of signup to 7/8/24 and 7/7/25 respectively, we are far exceeding our numbers from the previous year. By this time in 2024 we had 583 registrants, with 1,825 badges earned through Beanstack. This year we currently have 683 registrants, and 1,996 badges earned, with an increase in 100 registrants and 171 more badges earned.

The Summer Reading Program is particularly popular among teens this year. We currently have 98 active readers, which is more than the 90 we had all of last summer. There are 170 students registered, which is a 22% increase over this time last year. Adults have also been getting in on the fun, with 103 currently participating, compared to 92 for the whole program last year. We will continue to track and compare these statistics through the end of the program.





Between class visits at Roosevelt Middle School and welcoming classes to the Library during the last weeks of school, **Middle School & Teen Librarian Anne Kowalski talked to 275 students** about our Summer Reading Program! We even had students come in to get a library card after having Anne in their class.

The Library welcomed actor and artist Jim Park to present ***Monet Lives: A Portrayal of Claude Monet*** to a crowd of 30 patrons. Mr. Park brought Monet to life through vibrant stories and with his own reproductions of Impressionist art. Patrons had so many wonderful things to say while leaving the performance, though one summed it up best - Magnifique!



Key Performance Indicators

Category	April 2025	May 2025	June 2025
Physical item circulation - initial checkouts	12,547	11,835	13,706
Digital item circulation	5,402	5,739	5,791
Total Circulation	17,949	17,574	19,497
Programs for Adults	14 programs 183 attendees	13 programs 182 attendees	9 programs 164 attendees
Programs Middle School aged children	8 programs 66 attendees	8 programs 137 attendees	12 programs 293 attendees
Programs for Children	26 programs 1388 attendees	30 programs 1427 attendees	21 programs 1277 attendees
Library-Wide Programs	1 program* 250 attendees	0 programs 0 attendees	1 program** 803 attendees
Total Programs	48 programs 1,637 attendees	51 programs 1,746 attendees	43 programs 2,537 attendees
Children's Play Area Visits	2,237	2,047	2666
New cardholders added	31	32	54
Total cardholders	6,414	6,406	6,460
Website sessions	8,057	8,301	8,545
Patron visits	10,423	9,873	14,168
Instagram Followers	1,576	1,591	1,610
Facebook Followers	1,429	1,431	1,435

*Local Artisan Fair

** Summer Reading Kickoff Party

***Will have numbers ahead of Tuesday meeting

Staff Updates

- Adult & Teen Services Associate Ana Hernandez has accepted a full-time librarian position and her last day at the Library was Tuesday, July 1st. Adult & Teen Services Manager Shannon Gruber is currently interviewing applicants and is hoping to fill the position by the end of July.
- I took part in the Illinois Libraries AI Ambassadors Program, run by Professor Bree Kirsch of Illinois College. The program included three online class sessions and an all-day in-person workshop at the Brookfield Public Library. Participants learned about AI tools, discussed the potential applications in libraries, and considered the ethical implications of using AI in the

workplace. Participants are charged with teaching library staff what we learned, and I plan to present an AI workshop at our next in-service day.

Financial Highlights

- We received \$32,359 in tax income in May and June, though that isn't reflected on the revenue report because all tax income received in the first 60 days of the fiscal year counts toward the previous fiscal year.
- Wages & Salaries expenditures are high this month because there was a 3-week pay period.
- Two Capital CDARS in the amounts of \$250,000 and \$231,019 matured this June, and were rolled into new 13-week CDARS. One Operating CDARS of \$102,059 matured, was liquidated and transferred to the Operating Fund.

Facility Highlight

The second round of 2nd floor plaster repair work was completed by ACR Restores.

Committee Updates

Facilities Committee met on June 13.

Respectfully submitted,

Emily Compton
July 11, 2025

**River Forest Public Library
Facilities Committee Meeting
MINUTES- DRAFT
Friday, June 13th at 11:00 am**

1. Call to Order: Trustee Delano called the meeting to order at 11:04 am.

2. Present: Committee members Scott Delano, Elan Long, and Ann Berens. Lindsay McIntyre arrived at 11:05 am and left early at 11:55 am.

Others present: RFPL Director Emily Compton, RFPL Adult and Teen Services Manager Shannon Gruber

Visitors: Engberg Anderson (EA) Architect Shaun Kelly

3. Old Business:

- a. Room renovation project- workshop with Engberg Anderson Architects
 1. Mr. Kelly presented the bidding schedule for the renovation project. There will be an architectural and engineering package and a furniture package. The Committee discussed possibly moving the Board meeting or adding a special Board meeting to accommodate a longer bidding window. Mr. Kelly explained the bidding review process to the Committee.
 2. The Committee reviewed the drawing set of the floor plan of the Community Room, staff workroom, and family restroom. Mr. Kelly explained the plumbing and electrical plans and answered specific questions about the scope of the project
 3. Isela Catania from EA will be in the Library on Monday to finalize finish and furniture options.

4. Minutes of the April 1st and the May 13th, 2025 Facilities Committee meetings

Minutes of both meetings were unanimously approved.

5. New Business:

- a. Additional plaster repair on the 2nd floor
 1. Director Compton informed the Committee that ACR Restores found two more areas on the 2nd floor that need plaster repair. There is water damage and they are coming in on Monday to see if there is still moisture in the walls. Some of the damage is due to the building settling. The proposal to fix the damage is \$6,680.
- b. Adult & Teen Services public computer table issue
 1. One of the public computer tables that is mounted on the wall on the 2nd floor came loose and fell down on Monday, June 9th. Director Compton is getting a quote from S&D Maintenance to fix the drywall, repaint the walls, and anchor new tables to the wall. She is also getting quotes for new tables from other vendors.
- c. Limestone slabs have been donated to the Library by a community member, and the Committee is looking at options for possibly using them in the

Community Room renovation project. Trustee Berens has offered to meet with them to look at what is available.

- d. Terracon was here last week for an onsite facilities assessment visit. They have all the survey information, and the first draft of their report should be sent to us in July.
- e. Trustee Delano would like Director Compton to start looking at companies to complete the space needs analysis.

Adjournment: A motion was made by Trustee Delano to adjourn the meeting at 12:25 pm. It was seconded by Trustee Berens.

MEMO

To: RFPL Board of Trustees

From: Emily Compton, Director, River Forest Public Library

Date: July 11, 2025

RE: ATS Computer Tables Solutions

Last month one of the countertops holding public computers in the Adult & Teen Services Department collapsed. There are three options to replace them –

- Have S&D Prime Maintenance reinstall the existing countertop of both sections with proper blocking for \$2,755. The proposal includes patching and painting the walls.
- Purchase tables from Demco. We would purchase 2 60"x24" tables to replace the countertop that collapsed, and purchase 2 72"x24" tables to replace the second ATS computer countertop, so they match. The cost of the tables plus shipping is \$2,241.94.
- Purchase tables or custom countertop from Office Space, Inc (who supplied our Barbara Hall tables) to replace both sets of ATS public computer countertop. Tables would cost \$3,955 and custom countertop would cost \$4,200. Both estimates include delivery and installation.

I look forward to discussing with the group on Tuesday.

The store will not work correctly in the case when cookies are disabled.

Demco.com will have routine scheduled maintenance starting Friday 7/11 at 9pm CST and ending Sunday 7/13 at 12pm CST.

During this time, the site will be unavailable. We apologize for any inconvenience and thank you for your patience.

 [800.356.1200](tel:800.356.1200)



[Home](#) [Shop](#) [Furniture](#) [Tables](#) [Computer Tables](#) [Smith Carrel 1500 Series Computer Tables](#)

Smith Carrel 1500 Series Computer Tables

\$489.00

★★★★★ 5.0 (1) [Write a review](#)

SELECT STYLE

Fixed-Height

SELECT SIZE

29"H X 60"W X 24"D

LAMINATE TOP COLOR



LEG COLOR



1500 Series Computer Table Fixed Height 29" x 60" x 24"
Item #: W13692060



This product ships directly from the manufacturer in approximately 5 working days.

1

Add to Cart

[ADD TO WISH LIST](#) [SHARE](#)



Recommended for you

 Need Help?

OFFICESPACE

137 North Oak Park Ave.
Suite 220
Oak Park, IL 60301

Proposal
3548

6/30/2025

Bill To:

River Forest Public Library
735 Lathrop Avenue
River Forest, IL 60305

Ship To:

River Forest Public Library
735 Lathrop Avenue
River Forest, IL 60305

Lead Time 4-6 weeks

Qty	Description	Unit Price	Total
3	OPT 1 48x24 Apron Table with 4 legs + grommets - Standard Laminate and Paint	450.00	1,350.00T
3	42x24 Apron Table with 4 legs + grommets - Standard Laminate and Paint	450.00	1,350.00T
1	Freight	150.00	150.00
1	Receive, Delivery and Installation during normal business hours.	1,105.00	1,105.00
Your signature on this proposal is authorization to order the above products or services in agreement with Office Space Terms & Conditions. All products are made to order and cannot be cancelled. Payment Terms: 50% deposit required to place your order, balance due Net 15 days.		Subtotal	\$3,955.00
		Tax (0.0...	\$0.00
		Total	\$3,955.00

Authorized Signature_____

Date _____

PO# _____

OFFICESPACE

137 North Oak Park Ave.
Suite 220
Oak Park, IL 60301

Proposal
3549

6/30/2025

Bill To:

River Forest Public Library
735 Lathrop Avenue
River Forest, IL 60305

Ship To:

River Forest Public Library
735 Lathrop Avenue
River Forest, IL 60305

Lead Time 4-6 weeks

Qty	Description	Unit Price	Total
1	OPT 2 Laminate Top Overall 132"W x 24"D x 1-1/4"TH to include; - (4) Support Brackets - (2) Grommet Cutouts	1,350.00	1,350.00T
1	Laminate Top Overall 144"W x 24"D x 1-1/4"TH to include; - (4) Support Brackets - (2) Grommet Cutouts	1,350.00	1,350.00T
1	Freight	150.00	150.00
1	Receive, Delivery and Installation during normal business hours.	1,350.00	1,350.00
Your signature on this proposal is authorization to order the above products or services in agreement with Office Space Terms & Conditions. All products are made to order and cannot be cancelled. Payment Terms: 50% deposit required to place your order, balance due Net 15 days.		Subtotal	\$4,200.00
		Tax (0.0...	\$0.00
		Total	\$4,200.00

Authorized Signature_____

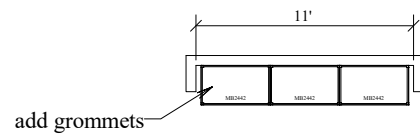
Date _____

PO# _____

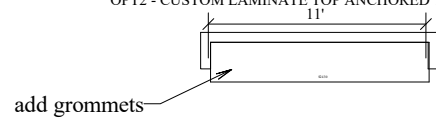
River Forest Library

AREA 1

OPT1 - FREESTANDING TABLES

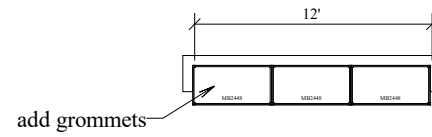


OPT2 - CUSTOM LAMINATE TOP ANCHORED TO WALL

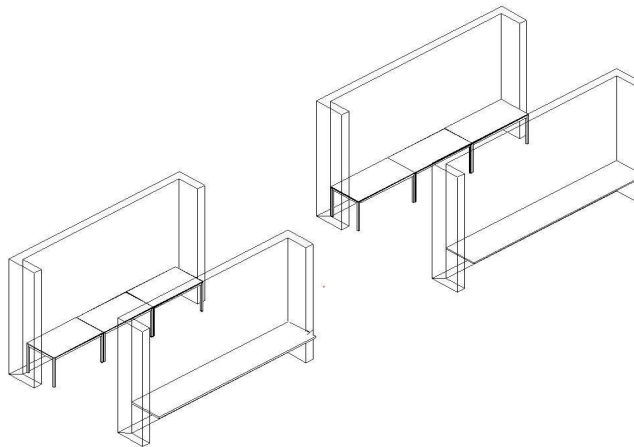
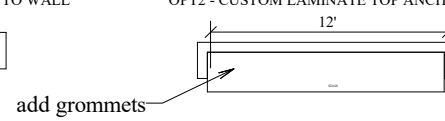


AREA 2

OPT1 - FREESTANDING TABLES



OPT2 - CUSTOM LAMINATE TOP ANCHORED TO WALL



OFFICESPACE



We have prepared a quote for you

Replacement Desktop for Victoria

Quote # 005216
Version 1




Prepared for:

River Forest Public Library

Emily Compton
emily.compton@riverforestlibrary.org

Hardware

* Contains Optional Items

Description		Price	Qty	Ext. Price
Replacement Desktop for Victoria - In Stock				
Lenovo ThinkCentre M70s Gen 5 Desktop Computer - Intel Core i7 14th Gen i7-14700 - vPro Technology - 16 GB - 512 GB SSD - Small Form Factor - Black - Intel Q670 Chip - Windows 11 Pro - Intel UHD Graphics 770 DDR5 SDRAM - 3 Year Onsite Warranty		\$1,447.64	1	\$1,447.64
ViewSonic 24 Inch Full HD 1080p Monitor with 100Hz, Ultra-Thin Bezel, AMD FreeSync, Eye Care, and HDMI, VGA Inputs for Home and Office - - 1080p Monitor with 100Hz, Ultra-Thin Bezel, AMD FreeSync, Eye Care, and HDMI, VGA - 250 cd/m² -		\$126.92	1	\$126.92
Shipping and Handling		\$42.58	1	\$42.58
Optional - Webcam with Speakers and Microphone				
Aluratek Webcam - 30 fps - USB 2.0 Type A - 1920 x 1080 Video - CMOS Sensor - Fixed Focus - Microphone - Notebook, Computer - Windows		\$43.93	1*	\$43.93

* Optional Subtotal: **\$43.93**

Subtotal: **\$1,617.14**

Replacement Desktop for Victoria

Prepared by:

Headquarters

Bryan Jones
630-923-0743
bjones@osgusa.com

Prepared for:

River Forest Public Library

735 Lathrop Avenue
River Forest, IL 60305
Emily Compton
(708) 366-5205
emily.compton@riverforestlibrary.org

Quote Information:

Quote #: 005216

Version: 1
Delivery Date: 07/02/2025

Quote Summary

Description	Amount
Hardware	\$1,617.14
Total:	
	\$1,617.14

*Optional Expenses

Description	One-Time
Hardware	\$43.93
Optional Subtotal:	
	\$43.93

THIS IS NOT AN INVOICE. PLEASE PAY FROM AN INVOICE ONLY.

Actual cost of item at time of purchase may be higher or lower. If the actual cost increases by more than 10%, OSG will contact you with the updated purchase amount prior to executing the order.

All credit card payments will be automatically charged a 3% processing fee. OSG will make an effort to honor the prices quoted for as long as possible, but be advised that our suppliers change prices daily and as a result our price may change at any time. All installation times are estimates. Clients will be billed the actual time incurred. Tax & Freight to be applied when applicable. Work scheduled M-F, 8a-5p (Unless Otherwise Noted).

Return Policy: Defective Product Returns: Customer may return most defective products directly to Outsource Solutions Group, Inc. within (15) days of invoice date and or receipt of product. OSG's option, credit, replacement exchange and or repair. After fifteen (15) days, only the manufacturer warranty applies. Non- Defective Product Returns: Customer may return most unopened, factory sealed non-defective products to OSG within fifteen (15) days of invoice. Customer is responsible for all shipping charges of the returned product. Restocking fees may apply. Special orders and restricted products: Special order products and Manufacturer restricted products may be non -returnable or may have unique return restrictions provided at the time of sale. All returnable products must be returned complete, including all original boxes, packing materials, manuals, blank warranty cards and any other accessories that were provided by the manufacturer. Open box products are returnable on a case by case basis subjected to the manufacturers return policies and restocking fees may apply. Customer is strongly advised to purchase full insurance to cover loss and damage for shipments of returned items and to use a carrier and shipping method that provide proof of delivery. OSG is not responsible for loss during such shipment. If a package containing items purchased from OSG arrives at customer's address damaged, customer should refuse to accept delivery from carrier.

Headquarters

Signature: Bryan Jones

Name: Bryan Jones

Title: Sales Representative

Date: 07/02/2025

River Forest Public Library

Signature: _____

Name: _____

Date: _____

**Closure Dates for Holidays
2026**

Early closure (5pm) Wednesday, December 31
Thursday, January 1
(New Year's Day)

Sunday, April 5
(Easter)

Sunday and Monday, May 24-25
(Memorial Day)

Saturday, July 4
(Independence Day)

Monday, September 7
(Labor Day)

Early closure (5pm) Wednesday, November 25
Thursday, November 26
(Thanksgiving)

Friday and Saturday, December 24 - 25
(Christmas)

(2027)

Early closure (5pm) Thursday, December 31
Friday, January 1
(New Year's Day)

*Closure dates are presented annually at the July regular board meeting.